



**NATIONAL DROUGHT MANAGEMENT AUTHORITY**

**REGISTRATION OF SUPPLIERS DOCUMENT FOR THE YEAR 2024/2025 AND  
2025/2026**

## REGISTRATION OF DISADVANTAGED GROUPS

### REGISTRATION FORM FOR ENTERPRISES OWNED BY WOMEN, YOUTH AND PERSONS WITH DISABILITY TO SUPPLY GOODS, WORKS AND SERVICES TO PROCURING ENTITIES

#### ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES (AGPO)

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company. You are advised that it is a serious offence to give false information on this form.

#### PART I: DETAILS OF THE APPLICANT

1. Name of Applicant.....
2. Physical Address.....
3. Postal Address.....
4. Postal Code.....
5. E-mail.....
6. Mobile Phone No.....
7. Are you applying for youth, women or persons with disabilities?.....
8. AGPO Number.....
9. Contact Person.....

#### Part 9. Overview of the Enterprise

Type of ownership (please tick one)	[Sole Proprietor] [Limited Company] [Others Specify] [Partnership]
Number of employees	[0-5] [6-25] [26-49] 50-59] [100-250]
Initial Investments (KES)	
Total Annual Sales for the previous year (Turnover KES)	
Experience in the sector in years	

### Type of Ownership Details

Part 9 (a) - Sole Proprietor or name of registered business, where applicable			
Name in Full		Age	
Identity/Passport No.			
Part 9 (b) - Partnership Details			
NAME	NATIONALITY	ID/PASSPORT NO.	% SHARES
Part 9 (C) – Registered Companies			
State the nominal and issued capital of company			
Nominal Kshs.....Issued Kshs.....			
Directors' Details			
NAME	NATIONALITY	ID/PASSPORT NO.	% SHARES

10. Bank Account Name.....

11. Branch of the Bank.....

12. Bank Account Number.....

13. VAT Registration Number.....

14. Type of Business: SECTOR (TICK ONE)

<b>AGRIBUSINESS</b>	<b>TRADE</b>	<b>HOSPITALITY &amp; ENTERTAINMENT</b>
<b>MANUFACTURING</b>	<b>SERVICES</b>	<b>ICT</b>
<b>CONSTRUCTION</b>	<b>OTHERS</b>	<b>SPECIFY</b>

### PART II: LIST OF ATTACHMENTS

1. Copy of certificate of incorporation/registration;
2. PIN Certificate;
3. VAT Registration Certificate;
4. Valid Tax Compliance/ Exemption Certificate;
5. Original Bank Statement/Bank reference for 6 months from date of applying;
6. Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability, NCA Certificates, IATA and KATA Certificates for Air tickets, CM&TE Approved Garages for Motor Vehicle Repairs and IRA for Insurances);

7. Business/Company profile;
8. Copies of Annual Return Forms, filed by Limited Companies, the Business Names for business names (sole trader and partnerships), and a stamped receipt which bears the Accounts Stamp from the Registrar of Companies/Societies; CR12; Partnership Deed;
9. Certificate of Registration in a target group issued by the National Treasury;
10. National IDs/ Passports.

### **PART III: LIST OF REGISTRATION CATEGORIES**

<b>TENDERS FOR SUPPLY OF GOODS AND SERVICES</b>		
<b>CATEGORY :</b>	<b>ITEM DESCRIPTION</b>	<b>TARGET GROUP</b>
<b>CATEGORY A</b>	<b>REGISTRATION OF SUPPLIERS</b>	
NDMA/ROS/01/2024-2026	Supply of General Office Stationery	Youth, women & PWDs
NDMA/ROS/02/2024-2026	Supply of Assorted Office Furniture and Fittings	Youth, women & PWDs
NDMA/ROS/03/2024-2026	Supply of Computers, Laptops, Scanners and Tablets	Youth, Women & PWDs
NDMA/ROS/04/2024-2026	Supply of External Hard disks, Flash drives, USB Cables and other accessories	Youth, women & PWDs
NDMA/ROS/05/2024-2026	Supply of ICT Consumables (Toners and Cartridges)	Youth, women & PWDs
NDMA/ROS/06/2024-2026	Provision of ICT Software and support services	Open
NDMA/ROS/07/2024-2026	Supply of Motor Vehicle Tyres, Tubes and Batteries	Youth, Women & PWDs
NDMA/ROS/08/2024-2026	Supply of Staff Uniforms	Youth, Women & PWDs
NDMA/ROS/09/2024-2026	Supply of Servers and other storage devices	Open
NDMA/ROS/10/2024-2026	Supply of Pasture Seeds	Youth, Women & PWDs
NDMA/ROS/11/2024-2026	Supply of Marketing and Promotional Materials (Umbrellas, Caps T-Shirts, )	Youth, Women & PWDs
NDMA/ROS/12/2024-2026	Supply of Hay	Youth, Women & PWDs
NDMA/ROS/13/2024-2026	Provision of Air Ticketing Services(IATA Approved firms)	Youth, Women & PWDs
NDMA/ROS/14/2024-2026	Provision of Motor Vehicle Service and Repairs (CM&TE Approved Garages only)	Open
NDMA/ROS/16/2024-2026	Send to Joy: Repair & Maintenance of Computers, desktop UPS's laptops, Photocopiers and Printers.	Youth, Women & PWDs

NDMA/ROS/17/2024-2026	Send to Joy: Repair & Maintenance of Servers, Server Room UPS', Air Conditioners and other storage devices	Youth, Women & PWDs Women
NDMA/ROS/18/2024-2026	Send to Joy: Provision of maintenance services of ICT Network Infrastructure (LAN, Wireless Devices etc)	Open
NDMA/ROS/19/2024-2026	Provision of Maintenance for Information Systems, websites and other Applications	Open
NDMA/ROS/20/2024-2026	Send to Joy: Provision Hosting Services for Websites, Systems and other Applications and installation of SSL certificates.	Open
NDMA/ROS/21/2024-2026	Repair and Maintenance of Office Furniture & Fittings	Youth, Women and PWDs
NDMA/ROS/22/2024-2026	Provision of Office Repairs and Renovations	Youth, Women and PWDs
NDMA/ROS/23/2024-2026	Supply and Delivery of Animal Feeds	Youth, Women and PWDs
NDMA/ROS/24/2024-2026	Supply and Delivery of General Supplies	Youth, Women and PWDs
NDMA/ROS/25/2024-2026	Provision of Motor Vehicle Tracking services and related accessories Garages only)	Open
NDMA/ROS/26/2024-2026	Provision of Insurance Brokerage Services	Youth, Women and PWDs
NDMA/ROS/27/2024-2026	Provision of Transportation and Vehicle Hire Services	Open
NDMA/ROS/28/2024-2026	Repair and Maintenance of Boreholes	Youth, Women and PWDs
NDMA/ROS/29/2024-2026	Provision of Small Works	Youth, Women and PWDs
NDMA/ROS/30/2024-2026	Supply and delivery of livestock and poultry	Youth, Women and PWDs
NDMA/ROS/31/2024-2026	Supply, maintenance and configuration of firewall and firewall licenses.	Youth, Women and PWDs
NDMA/ROS/32/2024-2026	Supply, maintenance and configuration of virtualization, backup and replication software.	Youth, Women and PWDs
NDMA/ROS/33/2024-2026	Provision of Hotels, Conference and Accommodation Services- all the Forty-seven Counties (47)	Youth, Women and PWDs

The Registration and Prequalification process will be conducted **online** via Authority's ERP Portal. Interested and eligible suppliers can access and register on <https://tenders.ndma.go.ke/> or from the Public Procurement Information portal at <https://www.tenders.go.ke>

Where required, all requisite documentation **MUST** be scanned and uploaded onto the portal. **Hardcopy applications will NOT be accepted.**

Existing service providers are required to participate in order to be considered.

Closing Date and Time: 11<sup>th</sup> September 2024 at 10.30am, East Africa Time

For more information, please reach out on [procurement@ndma.go.ke](mailto:procurement@ndma.go.ke), 0722 200656/734652220

**CHIEF EXECUTIVE OFFICER**